



SUKKUR IBA UNIVERSITY

Merit – Quality – Excellence

FEE REFUND POLICY AT SUKKUR IBA UNIVERSITY

(Main Campus & Sub-Campuses)

This fee refund policy is in compliance with the *National Level Fee-Refund Policy at Higher Education Institutions of Pakistan* by Higher Education Commission, Pakistan. Copy of the stated policy is attached as **Annex – ‘A’**.

1. Admission Processing & Admission Fee

- a) Admission Processing Fee applies to fresh students (new entrants). This fee is non-refundable and non-transferable.
- b) Admission Fee applies to fresh students (new entrants) as per approved fees structure and is paid once, at the time of admission. Admission fee is non-refundable and non-transferable.

2. Tuition fee

a) Regular Students (already enrolled)

This applies to all the students (including fresh entrants) in each semester and is combination of different components. Any regular student who freezes/breaks/discontinues semester, the tuition fee shall be refunded as per conditions outlined hereunder:

- i. If a student freezes/breaks/discontinues semester within 7 days of commencement of the classes, the 100% tuition fee shall stand refundable.
- ii. If a student freezes/breaks/discontinues semester within 8th to 15th day of commencement of class, the 50% of tuition fee shall stand refundable.
- iii. If a student freezes/breaks/discontinues semester on 16th day of commencement of class, there will be no refund of tuition fee.
- iv. If any semester of student is frozen/dropped/discontinued due to any disciplinary action, the tuition and hostel fee will be forfeited.

- v. If any student appeared in the final examination of a semester and its result is awaited. However, he/she enrolls in courses in the subsequent semester and pays tuition and hostel fee to meet the deadline of the subsequent semester, and continues studies. During the course of the subsequent semester, whenever the result of the previous semester is announced and the student is declared as “dropped” by the examination department, he/she will be refunded 100% of the tuition and hostel fee.

b) Fresh Students (New Entrants)

After securing admission, if a student decides to withdraw admission from the institute, the only tuition fees and library security will be refunded as per Higher Education Commission (HEC) refund policy described hereunder:

%age of Tuition Fee	Timeline for Semester System
100% Tuition Fee Refund	Up to 7 th day of commencement of classes
50% Tuition Fee Refund	From 8 th – 15 th day of commencement of classes
No Tuition Fee Refund	From 16 th day of commencement of classes

c) Time Duration

- i. The days counting for both regular and fresh students start from the 1st day of the start of the semester and count all types of holidays in it.
- ii. Regular students may apply for tuition and hostel fee refund within six months from the date of announcement of result(s) by the Examination Department, Sukkur IBA University. After six months no claim for tuition and hostel fee refund will be entertained.
- iii. Fresh students may apply for tuition fee refund within six months from the date of the start of the semester. After six months no claim for tuition and hostel fee refund will be entertained.

Note: If any student (regular/fresh) pays fees in installments, at the time of refund, the installment charges will be deducted as per the installment plan opted by student.

3. Library Security

Library Security Fee applies to the regular and fresh students and is paid once, at the time of admission. Students are eligible to claim refund of library security fee:

- a) within six months after completion of their respective degree programs.
- b) upon cancellation of admission by the student or by Sukkur IBA University if claimed within six months of such cancellation.

4. Provisional Admission

Candidates awaiting the results of the last required qualification shall be provisionally admitted provided that they qualify the written test as well as the interview. If such a candidate fails to meet the set admission criteria after declaration of the last required results, he/she will be refunded only the **tuition fee** and the **library security** provided that an application for refund is submitted within seven days of declaration of required results/grades (along with a copy of results/grades) by their respective Board/University/DAI(s)/College. If a candidate fails to do so, the tuition fee shall stand forfeited. However, the library security shall remain payable only for refund till six months from the date of eligibility for refund.

5. Hostel Fee

Hostel fee refund will be dealt with as per clause-9 of Hostel Policy 2022-23 of the Hostel Department, attached as **Annex – ‘B’** and read as:

“Students who decide to give up their hostel facility, may avail of full fees refund during the first week of their hostel allotment. Whereas, half of the fees can be refunded within 15 days of allotment. Failure of possession of hostel room after allotment or delay, full semester fee will be charged.”

6. Crash Program

Crash program fee is non-refundable and non-transferable in any case regardless of attendance or joining of classes.

7. Foundation Program

Tuition fee for Foundation program is non-refundable and non-transferable regardless of attendance or joining of classes.

8. Summer Program

If any student paid fee against any course(s) and the required course(s) is not offered, then 100% course fee against that particular course(s) will be refunded to the student, if claimed within six months from the date of eligibility for the refund. In all other cases, Summer Program fee is non-refundable and non-transferable regardless of attendance or joining of classes.

9. Certification/Short Course(s) (within different departments of Sukkur IBA University)

The course(s) fee for all Certification/Short course(s) is non-refundable and non-transferable in any case regardless of attendance or joining of classes.

10. Disagreement

In case of any disagreement regarding interpretation of any clause of this Policy, the decision of the Sukkur IBA University management shall be final and binding.

11. Amendment

This policy may be amended or changed at the discretion of the management of Sukkur IBA University provided that any amendment or change may only take place at the start of every semester and that such amendment or change must be mentioned in all new admission letters from the semester in which the amendment or change takes place.

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